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24 JAN 1957

MEMORANDUM FOR: Executive Officer, Office of Personnel


SUBJECT:

Semi-Annual Report of Progress and Program  
Plans **PLANS STAFF**

REFERENCE:

Memo from D/Pers, subject as above, dated  
11 July 1955

Attached is the six-month Progress and Plans Report for  
the Plans Staff covering the period from 1 July 1956 through  
31 December 1956.

  
Acting Chief, Plans Staff

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Attachment:

Semi-Annual Progress  
and Plans Report

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PLANS STAFF

REPORT OF PROGRESS AND PROGRAM PLANS

SECTION I. Progress and Accomplishments During Period From 1 July 1956  
Through 31 December 1956

A. GENERAL SUMMARY

1. The basic responsibilities and methods for fulfillment of these responsibilities have remained essentially unchanged during this reporting period. The Staff has critically examined a number of issuances proposed originally as regulations to determine whether they might be shortened, or whether their purpose might be served as well in the form of an Office of Personnel Memorandum. This examination has resulted in the conversion of a few regulations to Office of Personnel Memorandums. There has been increased responsibility on the part of the Staff with respect to representation of the Office of Personnel relating to the establishment of secure procedures for Social Security tax deduction arrangements for Agency personnel, and for the withholding of D. C. income taxes. These items are more fully discussed in Part B of this Section.

2. Plans Staff members participate in and/or chair the following working groups, in addition to temporary working groups concerned with specific projects, for personnel management policies and procedures.

Reemployment Rights Committee - Chaired by a Civil Service Commission official

Employment Policy Committee - Chaired by a Department of Labor official

Agency Document Procurement Committee - Chaired by an OCR official

Agency Social Security Committee - Chaired by a Staff member

Agency Federal and District Income Tax Committee - Chaired by a Staff member

3. More significant items of production of the Staff includes the following:

a. Processing of all regulations in the area for which Office of Personnel has responsibility;

b. The coordination and review of legislative proposals referred from the Legislative Counsel and the preparation of comments thereon, as well as assistance to the Legislative Counsel in this preparation of major legislation desired by the Agency;

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c. The provision of staff assistance, as required, in the preparation of staff studies, regulations, notices, analysis of legislation and other material for the consideration of the CIA Career Council;

d. The processing of implementing regulations required by the enactment of new legislation, or, the revision or amendment of regulations required by changes in public laws;

e. The consideration and handling of Agency notices expiring during this period in cognizance of the requirements that material, the substance of which is of permanent nature, be published in Agency regulations;

f. The processing of replies to memorandums received by the Office of Personnel which were forwarded to this Staff for handling;

g. The review, coordination, and preparation of comments on non-personnel regulations of the Agency;

h. The review and evaluation of employee suggestions on subjects concerned with personnel administration;

i. Research to substantiate or develop Office of Personnel policy or advice on miscellaneous questions received from Operating Officials; and

j. Support to the Office of the Special Support Assistant (Personnel) (SSA/Pers) in the coordination of personnel regulatory issuances and policy statements in the Deputy Director (Plans) (DD/P) area.

#### B. SPECIFIC ACCOMPLISHMENTS

Specific areas of accomplishment during the report period are described in the following paragraphs:

##### 1. Employees' Compensation Benefits

Incorporation of most of the comments received during Agency coordination of proposed [REDACTED] Employees' Compensation Benefits, was accomplished during this period. Reasons for not adopting some of the comments received were outlined in a memorandum to the Assistant Deputy Director (Support) (ADD/S). These regulations were proposed in two sections. Section I provides information concerning employees' compensation benefits under the Federal Employee's Compensation Act (FECA) and sets forth procedures relative to the establishment and processing of claims thereunder; Section II prescribes conditions and procedures relative to the establishment and processing of overseas medical claims under CIA authority.

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##### 2. Federal Employees' Group Life Insurance

Proposed [REDACTED] Federal Employees' Group Life Insurance was submitted for Agency coordination. The regulations and the handbook reflect employee benefits, rights and obligations under the

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Federal Employees' Group Life Insurance Program as provided for under P. L. 598, 83rd Congress, as amended, and applicable rules and regulations of the U. S. Civil Service Commission.

3. Travel

Proposed [REDACTED] Preparation of Travel Order, was originated by this Office pursuant to an agreement with Logistics and other Agency components concerned with travel. The draft of this handbook was transmitted to the ADD/S on 19 December 1956. Subsequent discussions between the Special Assistant to the Deputy Director (Support) (SA/DD/S) and the Deputy Director of Personnel (DD/Pers) resulted in a decision not to publish the handbook, and it was returned to the Office of Logistics for possible future use.

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4. Travel of Dependents for Secondary or College Education

[REDACTED]

education in the U. S. for dependents of Agency staff employees and staff agencies as an alternative to the education allowance grant prescribed in [REDACTED], Section II, Education Allowances.

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5. Duration of Overseas Tours of Duty

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6. Recruitment

The Staff developed an "employee-student" plan proposed for Agency adoption similar to the Navy plan now in existence. Under the proposed plan CIA would assist the Career development of a limited number of dependents of Agency personnel by affording them summer employment and financial assistance for college tuition while pursuing courses leading to a degree in a professional, scientific, or engineering field. These students would be selected upon completion of [REDACTED] high school education and would provide the Agency with an untapped reservoir of potential professional employees and would have the additional advantage of Agency guidance in planning college courses to meet career anticipations.

7. Assignment and Promotion

This Staff participated in the formulation and development of a notice pertaining to the obligation of employees to accept assignment in areas not considered highly desirable but of importance to the fulfillment of the Agency's mission, and to the issuance of a regulation pertaining to competitive promotion of employees.

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#### 8. Suspense Controls of Regulatory Issuances

The Staff continued to operate the Suspense Control Register to ensure that recurring or periodic notices of interest to Agency employees were processed on a timely basis. Agency notices [REDACTED] were reviewed and verified with the appropriate staff or division chief to determine their current applicability. They were advised of the proposed suspense date, and if it was decided not to allow an issuance to expire, the staff processed the revised material to the Regulations Control Staff.

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#### 9. Pay Administration

A proposed regulation concerning Wage Administration Step-Increases was withdrawn from Agency coordination and re-drafted for issuance as an Office of Personnel Memorandum.

#### 10. Separations

The comprehensive regulation on separations ([REDACTED] General Separation Actions) which was submitted for Agency coordination during the last reporting period, was again submitted for coordination this period after including the comments received. Because of the nature of the comments received, it was considered necessary to transmit the amended draft for Deputy Director (Intelligence) (DD/I) and Deputy Director (Support) (DD/S) concurrence since Deputy Director (Plans) (DD/P) declined further review of the draft pending the completion of DD/S coordination. The RCS, through the ADD/S, has been requested to transmit the latest draft to DD/P as reflective of a complete coordination in DD/S and DD/I areas.

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#### 12. Employee Conduct

A proposed Agency regulation concerning indebtedness of employees was returned by the ADD/S for coordination of its issuance in some form other than a regulation. The substance of the proposed regulation was adopted to an Office of Personnel Memorandum, and it was issued in that form.

#### 13. Hours of Work

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The very extensive headquarters [REDACTED] regulations on this subject [REDACTED] were processed by the RCS during the last reporting period.

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period has not yet completed Agency coordination. Some of the comments received on the drafts suggest that the regulations are too comprehensive with respect to their coverage of hours of work and overtime and holiday pay, and that consideration should be given to treating these subjects individually. It has also been suggested that the technical and procedural portions of the regulations might well be included in a handbook. The final report of the Overtime Task Force will also be considered in the revised draft of the regulations.

The Staff also processed a change [REDACTED] to reflect Agency policy with respect to the use of a maximum of 80 hours compensatory time during the period immediately following departure on permanent change of station and before arrival at a new station.

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#### 14. Survey of Procedures for Deprocessing Separating Agency Employees

This Staff reviewed a staff study prepared by the Management Staff which proposed a decentralization of the clearance procedure involving employees leaving the Agency. The Staff did not concur in this proposal. While appreciating the desirability, from the viewpoint of the Office of Personnel, of being relieved of much of the detailed processing of the centralized clearance activity, it was believed that the current practice, appropriately tightened up with respect to money and property obligations, can provide the Agency component and the employee concerned with a superior service.

#### 15. Termination of Reemployment Rights Acquired by Defense Transfer

Pursuant to Civil Service Commission Circular No. 870, the Staff prepared [REDACTED] advising employees who acquired reemployment rights with their former Agency incident to defense transfer must exercise such rights by 1 February 1957 in the case of headquarters employees, and by 1 February 1957 or within three months after the date they became eligible for return transportation to the U. S. at Government expense, whichever is later, in the case of employees serving outside the continental U. S.

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#### 16. Allowances

The development of a regulation concerning Standardized Allowances continued during the reporting period. The assistance of the Office of the Comptroller was sought in formulating the headquarters [REDACTED] regulations. Office of Comptroller suggestions are being included in the headquarters regulation, [REDACTED] particularly the procedures section, will be received soon.

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#### 17. Civilian Reserve

The Staff participated in the development of documents relating to the CIA Civilian Specialist Reserve. The Plans Staff was responsible for the drafting of the tentative regulation [REDACTED], which will establish the Reserve Program as part of the Agency Mobilization Planning Program.

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18. Leave

Five changes to the existing leave regulation ( ) were processed during the reporting period. These changes concerned the prohibition against the use of leave during the bi-weekly pay period in which it is accrued; refund of lump-sum leave payments; clarification of eligibility for leave benefits following overseas assignment; provisions concerning use of maternity leave, and the discontinuance of use of SF-52 in reporting extended leave without pay.

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19. Employee Services

Activity in this area was primarily concerned with the review, rescission and reissuance of Agency notices involving the Consolidated Charities Fund, Public Service Aid Society, Hospitalization-Surgical Benefits and Life Insurance Application, Cancellation of Contract with Group Hospitalization, Inc., Announcement of the Federal Credit Union Meeting and Government Employees Health Association Meeting; are a reminder concerning Federal, State and D. C. income tax reporting.

20. CIA Legislation

The Staff has supported, with justification and analysis of proposals, the efforts of the Agency legislative liaison officials and the Career Council to originate necessary Agency legislation. Major efforts in this area were analysis and definition of an Agency position in regard to the "Overseas Health and Medical Services Act" and the "Executive Pay Bill". During the period that Congress was in session all other legislation pertaining to Federal employees or providing for employee benefits which were considered as affecting this Agency were analyzed, and Agency position identified, and recommendations relating to specific bills submitted to the Legislative Council outlining the advisability or non-advisability of active Agency support.

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## 22. Employee Emergencies

A headquarters regulation providing guidance in regard to particular types of employee emergencies was published. The coordination of the [REDACTED] issuance has been completed and a revised version has been accomplished.

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## 23. Details

As the result of a long standing objective and in order to comply with the program for the rescission of Confidential Funds Regulations, issuances were developed which, together with the regulation on Detailed Military Personnel, provided complete regulatory coverage for all categories of detailed personnel. Two separate regulations were developed covering the detail of Agency personnel within the Agency and the detail of Agency personnel to other organizations, and the details of personnel from other organizations. The latter, because of limited application, will be issued as an OPM. The former, which is concerned with internal Agency detail and details out of the Agency, has completed coordination and has been revised to incorporate all suggestions and to meet or reconcile objections indicated during coordination.

## 24. External Training Plan

A Staff member developed a proposed external training plan for professional and scientific personnel which would afford them an opportunity to return to or undertake pursuits within their discipline for a limited period of time while the Agency continued to compensate them in an amount representing the difference between their present salary and that obtained by them as salary upon their return to pursuits within their discipline. This proposed plan would be applicable to Agency personnel in professional and scientific field who by reason of the imposition of security measures have, during their period of employment, become "strangers" in their professional, scientific and academic societies.

## 25. Contract Personnel

The Staff is continuing, in cooperation with a special committee of representatives of offices concerned, to draft a comprehensive regulation concerning contract personnel. Former drafts of this regulation did not meet with the approval of the DD/P, and the current drafts, written with the advice and assistance of the committee, is expected to receive prompt DD/P approval.

## 26. Federal and District of Columbia Income Tax Withholding

The enactment of the D. C. income withholding tax requirement forced the Agency, on a priority basis, to institute a secure means of reporting individual employee income tax withholdings. A special Tax Committee, steered by a Plans Staff member and composed of representatives from the Offices of General Counsel, Security, Comptroller, Personnel, and [REDACTED] DD/P, provided such a means through the adoption and the adaptation of procedures and agreements which had originally been effected by the Social Security Committee for the purpose of transmitting taxes withheld from Agency employees

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under the Federal Insurance Contributions Act. The net result was to completely revise the Agency tax reporting procedures, including D. C. and Federal income taxes. [REDACTED]

[REDACTED] An Agency notice to this effect was prepared and published. A special arrangement, limited to the current tax reporting year, had to be worked out for the field due to the lack of essential information which precluded, in large part, the placement of field personnel under the new system. A book dispatch was transmitted to the field reflecting special [REDACTED] instructions with appropriate portions of the material contained in the headquarters notice. The new tax reporting arrangements will hereafter apply equally to the field following the resolution of present problems and the establishment of remedial procedures.

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#### 27. Office of Personnel Memoranda

The Staff has prepared the following OPM's for issuance;

- |    |               |   |
|----|---------------|---|
| a. | OPM 20-500-11 | Positions Restricted to Veterans  |
| b. | OPM 20-410-20 | Advice to Applicants of Psychiatric Screening   |
| c. | OPM 20-410-21 | Procurement Contacts with Employees of Other Government Organizations                       |
| d. | OPM 20-803-9  | Control of the Charge-Out and Loan of Official Personnel Folders                            |
| e. | OPM 20-705-5  | Termination of Employees for Security Reasons During Probationary Period                    |
| f. | OPM 20-520-10 | Procedure for Requesting Official Personnel Folders and Leave Records From Federal Agencies |
| g. | OPM 20-801-19 | Routing and Control of Official Personnel Actions   |
| h. | OPM 20-605-8  | Pay Administration - Basic Compensation Schedules   |
| i. | OPM 20-370-7  | Initiation and Processing of Fitness Reports  |
| j. | OPM 20-250-4  | Exemption from Ceiling for Staff Personnel Detailed to External Training                    |
| k. | OPM 20-150-3  | Employee Conduct - Indebtedness of Agency Personnel   |

- l. OPM 20-800-8

Review of Naval Personnel Files

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SECTION II. Program Plans for the Period 1 January 1957 Through 30 June 1957

A. It is expected that major Staff effort within the next six months will be directed to completion of regulations in draft but as yet not authorized for publication because of unresolved comments or considerations involving format. Many of these regulations will require careful analysis to determine whether they can be issued as a brief regulation, or as a handbook combined with a regulation, or withdrawn as an Agency issuance.

B. Another project of significance included within the program of the Staff for the next reporting period will be to rescind or replace with new issuances certain old regulations still in effect but not contained in the regulatory system established by [REDACTED]. This project will entail the drafting of new regulations in the areas of personnel procurement, position classification, and grievance and complaints. It further involves addition to existing regulations, and the completion of the revision of the employee's handbook.

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C. It is anticipated that the Staff will have a considerable amount of proposed legislation to review, analyze and comment upon during the next reporting period. In addition to legislation for the Agency, specifically, it can be expected that other legislation affecting the Foreign Service, retirement, pay, medical benefits, insurance and allowances will come to the Staff for attention.

D. It is hoped that increased attention can be given to evaluating and revising, when indicated, the procedures and operating plans within the Office of Personnel. The initiation of new procedures to facilitate implementation of changes of policy concerning rotation, assignment, promotion, personnel evaluation, etc., will be of considerable significance in the allocation of Staff effort.

E. In addition to normal responsibilities of the Staff concerning support furnished the SSA/Personnel for the DD/P area, it is planned that a project will be undertaken during the next reporting period leading to the revision of Clandestine Services Instructions. A member of the Staff will be assigned to provide advice and assistance on this project.

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